



POLICY

SUBJECT
Real Property

SUPERSEDES P&P OR POLICY #
01.01.060

DATED
12/1/92

APPROVED BY
[Signature]

TITLE
Office of the Commissioner

CHAPTER
Delegation of Authority

RESPONSIBLE HQ/SYSTEM DIRECTOR
Commissioner

LEGEND	Headquarters						Int'l Airports		AMHS							Regions				Footnotes	
	Commissioner	Deputy Commissioner	Administrative Services	Engineering & Ops Stds	Information Systems	Planning	Statewide Aviation	System Comptroller - AIAS	Int'l Airport Director/Mgr	System Director - AMHS	Support Services Mgr	Reservations & Mkt Mgr	Terminal & Ship Svcs Mgr	Port Captain	Engineering Mgr	Management Info Mgr	Regional Director	Planning Chief	D&C Director		M&O Director
F - Final Authority																					
R - Final Authority may be Redelegated																					
E - Endorsement Required																					
C - Consultation, Coordination, and/or Evaluation Required																					
* - May not be performed by person temporarily acting in this position																					
Bill of Sale for Improvements								R	R								R		C		
Declaration of Taking		F						R	F*								F*		C		
Real Property Acceptance																			R		1
Sale of Property		F						F	F								F		C		
Deed of Vacation, Deed Signature																	F		C		
Relocation Payment Authority								C	C										R		1
ROW Plan Title Sheet Signature								C	C										R		1
ROW Certifications								C	C										R		1
Authority to Appraise and Acquire								F	F										F		2
Encroachment Permits										F									R	E	3
Final Just Compensation Determination						R		C	C										C		4
Administrative Settlements								C	F								C		R		5

1. Cannot be redelegated lower than Chief ROW Agent.
2. Must obtain FHWA or FAA concurrence if federal funding is involved.
3. Must obtain FHWA concurrence if on federal aid route.
4. Final authority is redelegated to the Review Appraiser.
5. Administrative Settlements for increases of up to \$10,000 above the approved Value Estimate or Reviewer's Determination of Just Compensation may be delegated with applicable consultation to the Regional Chief Right-of-Way Agent.



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

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Int'l
Airports

AMHS

Regions

Commissioner

Deputy Commissioner

Administrative Services

Engineering & Ops Stds

Information Systems

Plans, Programs & Budget

System Comptroller-AIAS

Int'l Airport Director / Mgr

System Director - AMHS

Support Services Mgr

Reservations & Mkt Mgr

Terminal & Ship Svcs Mgr

Port Captain

Engineering Mgr

Management Info Mgr

Regional Director

Planning Chief

D&C Director

M&O Director

Footnotes

14(C)(4) Agreements
Acquisition of Lands
Establish Rents
Receive, Collect Rents
Condemnation Settlements
ROW Relinquishments &
Land Disposed
Appoint Relocation Appeal
Board
Authority to Condemn
Driveway Permits
ROW Negotiations
Airport Leases/Concession
Agreements
- Signature
- Default Notices
- Order to Vacate
- Cancellation Appeals

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1. Except: rents of properties within the ROW or the ROW project limits which are the responsibility of the Chief ROW Agent; rents for airport concessions which are approved by the Regional/System Director (in the case of rural airports, consultation with the Statewide Leasing Coordinator is required); rents for employee housing which are set by bargaining agreement; and rents for employee housing units leased by non-employee tenants which are set by the Statewide Leasing Coordinator per P&P 20-1390.

2. Cannot be redelegated lower than Chief ROW Agent.

3. Consultation with Commissioner required before a lease covering an entire airport is signed.



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Int'l Airport Director/Mgr

System Director - AMHS

Support Services Mgr

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Footnotes

Airport Leasing Auctions/
Bids/Competitive
Proposals

- Document Approval

- Intent to Award

- Aggrieved Bidder

Appeal

- Award

Airport Boundary Crossing
Permits

- Approval

- Signature

Leases to Non-Employee

Tenants of DOT&PF

Housing

- Approval, Signature,

Cancellation

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1. Consultation by Statewide Leasing Coordinator, Division of Administrative Services, is required for rural airports.
2. Consultation with Administrative Services is not required for AIAS.
3. Commissioner approval required before permit is issued to applicant.

